

Dear Senate Natural Resources Committee Chair;

I please ask you to read this email at the Senate Natural Resources Committee meeting on Thursday, May 31, 2012. Please see email from Mr. Denny Renken, Forestry Consultant, Owner, Renken Consulting.

I ask the Senate Natural Resources Committee to "Kill" all senate legislation which currently strengthens and subsidizes Michigan's Conservation Districts. It is clear that the Michigan Department of Agriculture (MDA) that oversees the conservation districts has little or no oversight and can not control the actions and decisions of local board of directors of these conservation districts.

Michigan's private forestry consultants are currently losing work to these unique units of government that are able to take advantage of county appropriations, state grants and federal contributions while still charging for services and competing against the private sector.

The Michigan Department of Agriculture and Michigan's legislators can put an end to this unfair competition by simply writing MDA grant language and State of Michigan legislation that prohibits all government agencies from competing with private business. The MDA has the ability to remove and eliminate all current grant monies and funding to those conservation districts that are using tax payer facilities to operate a private business.

I would appreciate the opportunity to speak to the Senate Natural Resource Committee on Thursday via cell phone.

Thank you.

Dean R. Francis  
Consulting Forester, Co-Owner  
Upper Michigan Land Management  
Escanaba, Michigan 49829  
906.235.0369 (Cell)

Dear Senate Natural Resources Committee Clerk;

I am asking you to read and present this email below and attachment above concerning competition from Michigan's Conservation Districts. Several months ago, I became aware of Marquette County Conservation District offering Timber Sale Administration to private landowners throughout Marquette County, MI and charging for those services. So, I decided to look into Marquette Conservation District's Forestry Minutes and found the following; See Attachment; Marq. County CD – Forestry min idc 111109.doc. Within the attachment, Marquette Conservation District is discussing services and fee amounts. He is clear that some of Michigan's conservation districts are offering the same services as Michigan's private forestry consultants while working out of county, state and federal office facilities.

On Tuesday, May 29, 2012, I received the email below from Mr. Jack Penagor, a forestry consultant from Gladstone, MI indicating Marquette CD forester, Mr. Gary Bucklin is setting up private timber sales.

I ask the Senate Natural Resources Committee to "Kill" all senate legislation which currently strengthens and subsidizes Michigan's Conservation Districts. It is clear that the Michigan Department of Agriculture (MDA) that oversees the conservation districts has little or no oversight and can not control the actions and decisions of local board of directors of these conservation districts.

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I would appreciate the opportunity to speak to the Senate Natural Resource Committee on Thursday via cell phone.

Thank you.

Dean R. Francis  
Consulting Forester, Co-Owner  
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Escanaba, Michigan 49829  
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**Minutes for the Inter-District Committee Meeting of the  
Alger Conservation District (ACD) & Marquette Conservation District (MCCD)  
Held at the Skandia Township Hall---November 11, 2009, 6:00 pm**

An Inter-District Committee meeting of the Alger Conservation District and the Marquette County Conservation District was held on the above date. The meeting was called to order at 6:15 p.m. by MCCD Chairman Randy Gentz. Present from the Alger Board: Hampton Waring, ACD Chairman and Woody Boydell, ACD Treasurer. Present from the Marquette Board: Randy Gentz, MCCD Chairman; Rich Reader, MCCD Treasurer; and Bernie Huetter, MCCD Vice-Chairman. Staff present: Renee Leow, MCCD Administrator; Teri Grout, ACD Executive Director; Gary Bucklin, District Forester.

Randy Gentz of MCCD was selected to chair the meeting.

A motion was made by Waring, seconded by Boydell to accept the agenda. MCUC.

There was no public comment.

Minutes of the two previous IDC meetings on October 15, 2008 and April 29, 2009 were presented for acceptance. Leow corrected figures in the proposed minutes of the October 15, 2008 meeting. A motion to accept the minutes of the 10-15-08 meeting with corrections and the proposed minutes of the 4-29-09 meeting was made by Huetter & seconded by Reader. MCUC.

**Old Business:** a. Distribution of 2009 income from the purple traps was not decided.  
b. The future of the EAB program was discussed. Nothing certain is known at this time, especially given the discovery of EAB on a tree in Munising.

**New Business:** a. DNR Plans: Bucklin presented his proposal to contact small private CFR landowners whose required forestry-management plans are not up-to-date and offer to write new plans for a fee. Board members asked what forester site visits have typically covered; Bucklin said that they were primarily tree health and reforestation issues and some QFA and timber sale queries. Debate ensued about to what degree CDs, now unfunded by the state, can or must function as private enterprise. Gentz noted that essentially MCCD and ACD run their own consulting forester business—just currently not fee-for-service. Bucklin said that his CFR plan fee-for-service proposal would fill a niche that is presently untapped and that consulting foresters would not want even in poor economic times, noting that such fees would cover the no-charge private landowner site visits (public service forester role) that districts want to continue to offer. Bucklin said that Missaukee CD had charged \$400 plus \$100 for the District for a basic plan, which was a fair amount given the amount of work, and that the plan once written could involve other chargeable services such as timber sale marking or referrals, tree farm inspections, or carbon credit work.

DNR requirements for CFR plans were discussed. Waring cautioned against casting CDs in a regulatory role and suggested townships (which stand to benefit if CFR lands default on plan and go back onto tax rolls) be the initiators of landowner contact, referring landowners to the CD forester for fee-for-service plans. Huetter agreed that CDs should not be perceived as enforcers, and that management of land was within CD mission. Leow and Huetter suggested meeting with townships and explaining issue, offering our services if the township takes the lead. Gentz suggested advertising QFA/CFR plan-writing service, saying that a strictly voluntary program would eliminate the question of CDs being the 'heavy'. Bucklin asked that IDC direct him to either pursue QFA/CFR options further or drop matter. Waring moved that Bucklin draft letter to townships explaining that CDs are interested in seeing that good forest management practices on CFR land be administered as intended and that the District forester is available to assist landowners to comply with act. Motion failed due to lack of support. Reader suggested general PR on program services. Bucklin noted that QFA deadline is 10-1 and CFR deadline is 4-1, so

promotion would ideally happen a couple of months prior to those dates. No decision on plan writing was reached.

b. Direction of forestry program: Leow went over financial report, noting that about \$11,300 in joint ACD/MCCD stewardship monies remain in reserve, and that Bucklin's visits use about \$6,000-\$8,000 per year. She reported that no County monies are on the horizon, but that NMU will be charged a professional hourly rate, a lesser hourly rate for travel time, and mileage for a harvest on 197 acres. Huetter moved that \$5,670 remaining in fund be used down to \$0, then use of \$11,300 joint fund be revisited. Boydell seconded; MCUC.

Discussion ensued about whether to initiate a general fee-for-service program. Bucklin suggested \$25 per acre for timber marking. Waring and Gentz suggested a finder's fee for referral of large parcels to private consultants. Boydell stipulated that initial visits and assistance questions should remain free as part of our service and mission. Bucklin said that any fees for service beyond basic visits and advice would help finance the free visits.

Boydell and Huetter noted that any fee structure would need to be approved by individual boards and brought back to IDC.

One possible fee structure was proposed:

1. \$400 for a management plan on 40 acres, plus \$1.50 per acre thereafter
2. Timber sale marking: \$25 per acre or 15%.

Another possible fee structure is the hourly plus travel combination used for NMU sale, which Leow will forward to Grout.

A motion to adjourn at 9:14 p.m. was made by Boydell, seconded by Huetter. MCUC.

Teri Grout, Executive Director  
Alger Conservation District

**These Minutes are subject to approval.**

Dear Senator Casperson.

RE: Conservation District Acting As Private Business

See Specifically the Delta Conservation District Yellow Pages Ad and the Delta CD Services Ad in the Delta CD Tree Catalog. It is clear the Delta CD is holding them selves out as a private business (foresters - consultants) while using tax payer grants and appropriations. If you are hearing the CD's are struggling and hurting for funding, I direct you to the attached 2010 Delta CD's Revenues...

I strongly object to any legislation that subsidizes and strengthens Michigan's Conservation Districts while making it more difficult for private forestry consultants.

As my Michigan Senator, I am asking you to work with us, the private business sector, to introduce legislative language into these senate bills that eliminates competition from subsidized government agencies.

Thank you.

Dean Francis

President, Co-Owner, Upper Michigan Land Management Escanaba, MI 49829  
906.235.0369

-----Original Message-----

From: Dean Francis [mailto:dean@michiganforesters.com]

Sent: Friday, May 25, 2012 2:09 PM

To: 'lmichalak@senate.michigan.gov'

Subject: FW: Michigan's Conservation District Holding Out as Consulting Forester - Delta CD

Dear Senate Natural Resources Committee Clerk:

I am asking you to please take some time read the comments below and review the attachments concerning funding of Michigan's Conservation Districts and the services they provide. During a February 2012 meeting with Senator Casperson here in Escanaba, several forestry consultants voiced our opinions and objections to using tax payer monies to fund conservation districts.

Mr. Casperson stated he was unaware of Michigan Conservation Districts competing with private business. Therefore, I have attached the current Delta CD Yellow Pages Ad and Tree Catalog Services. Some of the CD's are clearly competing with private business while working out of tax payer subsidized county, state and federal office facilities.

**A STRONGLY OBJECT TO ANY SENATE BILLS WHICH PROVIDE FUNDING TO MICHIGAN CONSERVATION DISTRICTS WHILE THE CONSERVATION DISTRICTS ARE HOLDING THEM SELVES OUT AS PRIVATE BUSINESS AND COMPETING AGAINST US.**

Please read and share this information within the Senate Natural Resource Committee.

Thank you.

Dean R. Francis  
President, Co-Owner, Upper Michigan Land Management  
906.235.0369

-----Original Message-----

From: Dean Francis [mailto:dean@michiganforesters.com]  
Sent: Friday, May 25, 2012 1:57 PM  
To: Bill O'Neill (OneillW@michigan.gov); Meyer, Shawna (DNR)  
Subject: FW: Michigan's Conservation District Holding Out as Consulting Forester - Delta CD

Bill, Shawna

See my notes and attachments. See Yellow Pages Ad and Delta CD Services from Tree Sale Catalog. It is clear to me that some of the Michigan Conservation Districts are acting as a private consulting firm while taking advantage of grants, appropriations, tax exemption etc.

Tell me there is NO competition from Michigan's Conservation Districts.

In my opinion, the Michigan Department of Agriculture has an oversight responsibility to make sure all Michigan Conservation Districts operate as intended. Can the Michigan Department of Agriculture improve grant language that will eliminate Michigan's CD's from offering the same services as private forestry consultants? Is Mr. Creagh and MDA willing to work with the private forestry consultants and ACF?

Dean R. Francis  
President, Co-Owner, Upper Michigan Land Management  
906.235.0369

-----Original Message-----

From: Dean Francis [mailto:dean@michiganforesters.com]  
Sent: Friday, May 25, 2012 1:35 PM  
To: 'Frankfoster'; 'dmead@house.mi.gov'  
Subject: FW: Michigan's Conservation District Holding Out as Consulting Forester - Delta CD

Dear Representative Foster and Mead:

This email letter is concerning the current legislation pertaining to Michigan's Conservation Districts funding and level of services. Over the last (18-24) months, I have been very concerned over the ability of Michigan's Conservation Districts to offer the same services and compete with Michigan's private forestry consultants. You continually hear from the Michigan Department of Agriculture that provides grants to the conservation districts that there is no competition and tax dollars are not being used to compete with private business. The MDA-Conservation District Grant language is weak and does NOT

address the area of competition with private businesses. Please see attached Delta CD ads. It is clear that the Delta CD is holding them selves out as a private business while working out of the Pioneer Trail County Park facility which is subsidized by my tax dollars.

I OBJECT TO ANY CURRENT AND FUTURE FUNDING OF MICHIGAN'S CONSERVATION DISTRICTS WHILE THEY ARE ACTING AS A PRIVATE BUSINESS AND TAKING ADVANTAGE OF NON-PROFIT TAX EXEMPTION, GRANTS, CONTRIBUTIONS AND APPROPRIATIONS.

I AM ASKING YOU TO INTRODUCE LEGISLATION THAT WILL ELIMINATE COMPETITION FROM MICHIGAN'S CONSERVATION DISTRICTS.

I would appreciate the opportunity to speak with you and/or one of your representatives on this matter.

Please read my comments below.

Thank you.

Dean R. Francis  
President, Co-Owner, Upper Michigan Land Management  
906.235.0369

-----  
To: Jerry Grossman, Justin Miller - Association of Consulting Foresters  
(ACF)

See attachments specifically the Delta CD new yellow pages ad. I believe you have already seen the other two attachments.

Background:

During the Winter of 2011, a group of Delta County consulting foresters became aware of or heard rumors of the Delta Conservation District planning to expand their services. So, on February 08, 2011, Dennis Renken (Renken Forestry Consulting), Jack Penagor (Penagor Forestry Consulting) and Dean Francis, Todd Green of Upper Michigan Land Management attended the regular scheduled monthly meeting of the Delta Conservation District board meeting.

During the meeting, we discussed and voiced our concerns of a subsidized "unique" government agency offering forestry, land and wildlife management services that directly competes with the private business sector. During a heated discussion, the treasurer of the Delta CD, Mr. Jack Herrick, stated the following; "We will do what ever it takes to remain in business".

Mr. Tom Elegeert, Delta County Board of Commissioner was present and witnessed this. So, we left the meeting with very little assurance that the Delta CD would work with us. It was apparent the Delta CD would be now offering a full line of land management services, charging for those services while receiving federal, state and county grants, contributions and appropriations. During the Winter of 2012,

the Delta CD sent out it's 2012 Spring Tree Catalog with a list of services they are providing to private landowners. See Attachment. During the Spring of 2012, I received the 2012-2013 Yellow Pages book with the Delta CD's new ad. See Attachment.

During the Winter of 2011, the Delta CD moved from the NRCS Office in Gladstone to the Delta County, Pioneer Trail Park in Escanaba. So, through the Freedom of Information Act, I requested all Delta County appropriations from 2009 through present. The Delta County Board of Commissioners approved county appropriations to the Delta CD in the amount of \$25,000.00, \$20,000.00 and \$25,000.00. I asked in a letter to Nora Viau, Delta County Administrator what the appropriations are to be used for. In her written response, "they may use the appropriation as they choose. See attachment, Delta Co. FOIA Repsonse.

Thus, it appears that the Delta CD is being subsidized through many government grants, appropriations and contributions while running a "For-Profit" natural resources land management business out of the Pioneer Trail Park.

Dean Francis  
Consulting Forester, Business Owner  
Upper Michigan Land Management  
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The message is ready to be sent with the following file or link attachments:

2010 Delta CD Revenues, Expenses, Cash Deposits  
2012 Delta CD Yellow Pages Ad  
2012 Delta CD Services

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



DELTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

GENERAL FUND  
SUPPLEMENTAL STATEMENT OF REVENUES  
FISCAL YEAR ENDED SEPTEMBER 30, 2010

<u>REVENUES</u>	<u>ACTUAL</u>
Local Revenue	
Reforestation Sales	\$ 59 360
Interest	6 768
Other Income	14 597
Wildlife Cost Sharing	2 750
Delta County	25 000
Ford River Project	20 109
Hannahville Project	35 000
SESC Program	<u>23 238</u>
Total Local Revenue	<u>186 822</u>
State and Federal Revenue	
State Groundwater Stewardship Grant	62 000
Forestry Assistance Grant	60 000
Conservation Tech. Assistance Grant	59 930
Emerald Ash Borer Grant	<u>112 441</u>
Total State and Federal Revenue	<u>294 371</u>
TOTAL REVENUE	<u>\$ 481 193</u>

The notes to the financial statements are an integral part of this report.

DELTA COUNTY SOIL AND WATER CONSERVATION DISTRICT

GENERAL FUND  
SUPPLEMENTAL STATEMENT OF EXPENDITURES  
FISCAL YEAR ENDED SEPTEMBER 30, 2010

	<u>ACTUAL</u>
<u>EXPENDITURES</u>	
<u>LEGISLATIVE</u>	
Legal, Audit and Miscellaneous	\$ 1 582
Meetings	5 547
TOTAL LEGISLATIVE	<u>7 129</u>
<u>ADMINISTRATIVE</u>	
Salaries and Benefits	67 626
Mileage, Dues and Fees	3 974
Education, Advertising and Fair Booth	3 914
Supplies and Miscellaneous	9 983
Telephone	1 287
Equipment	1 786
TOTAL GENERAL GOVERNMENT	<u>88 570</u>
<u>REFORESTATION PROGRAM</u>	
Purchases and Other Expense	<u>44 415</u>
TOTAL REFORESTATION PROGRAM	<u>44 415</u>
<u>GENERAL PROGRAMS</u>	
Hannahville Project	35 000
Ford River Project	20 109
Ripp It Up	1 034
TOTAL GENERAL PROGRAMS	<u>56 143</u>
<u>GROUNDWATER PROGRAMS</u>	
Salaries and Benefits	59 031
Training, meetings and supplies	4 899
TOTAL GROUNDWATER PROGRAMS	<u>63 930</u>
<u>CONSERVATION TECH. ASSISTANCE PROGRAM</u>	
Salaries and Benefits	57 199
Program Support	1 917
Training	935
TOTAL CONSERVATION TECH. ASSISTANCE	<u>60 051</u>
<u>WILDLIFE COST SHARING</u>	
Landowner Payments	2 750
TOTAL WILDLIFE COST SHARING	<u>2 750</u>
<u>FORESTRY/WILDLIFE PROGRAM</u>	
Salaries and Benefits	55 566
Training, meetings and support	4 435
TOTAL FORESTRY PROGRAM	<u>60 001</u>
<u>EMERALD ASH BORER PROGRAM</u>	
Salaries and Benefits	105 144
Travel and supplies	7 297
TOTAL EMERALD ASH BORER PROGRAM	<u>112 441</u>
TOTAL EXPENDITURES	<u>\$ 495 430</u>

The notes to the financial statements are an integral part of this report.

DELTA SOIL AND WATER CONSERVATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
SEPTEMBER 30, 2010

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NOTE B -- ~~CASH, DEPOSITS, AND INVESTMENTS~~ (CONTINUED)

Category 3      Deposits which are not collateralized or insured.

Based on these levels of risk, the District's cash deposits are classified as follows:

	Category <u>1</u>	Category <u>2</u>	Category <u>3</u>	<u>Total</u>
<del>Cash and Deposits</del>	\$250,000	\$ 0	\$216,393	\$466,393

STATUTORY AUTHORITY

Act 196, PA 1997, authorized the District to deposit and invest in:

1. Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution eligible to be a depository of funds belonging to the State of Michigan under a law or rule of this state or the United States.
3. Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
4. Repurchase agreements consisting of instruments issued by the United States or an agency or instrumentality of the United States.
5. Bankers acceptance of United States banks.
6. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.

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Land Management & Wildlife Services  
Management Plans • Timber Sale Assistance  
Tree Planting Assistance  
Project Financial Assistance Available  
6822 US HWY 2 41 & M35 Gladstone  
**906 553-7700**  
Upper Michigan Land Management & Wildlife Services Inc.  
1705 4th Av N Escanaba 786-3488

**Foundation Contractors**

Vandres Construction 7675 Co 426 M 5 Rd Gladwin 789-0300

**Foundations Educational,  
Philanthropic, Research, Etc.**

Community Foundation for Delta County  
12500 7th Ave S Escanaba 786-6654

**Four Wheel Drive**  
See Truck Accessories  
Truck Dealers Now  
Truck Dealers Used  
Truck Equip & Parts  
Truck Repair & Serv

**Fraternal Organizations**  
See Also Associations  
Clubs  
Delta Lodge of Masons number one hundred ninety five  
617 Ludington St Escanaba 553-7066  
Eks Temple 213 Walnut Marquette 341-2536

**Fumigating**  
See Pest Control Servs

**Fund Raising Counselors &  
Organizations**

Sayler's Candies 910 2nd Av N Escanaba 786-3092

**Funeral Homes & Directors**  
See Also Cremation Servs  
Embalmers  
Allo Funeral Homes  
400 S 10th St Escanaba 786-2142

**Anderson Funeral Homes** 2200 Ludington Escanaba 786-4232  
**Crawford Funeral Home** 302 S 13th St Escanaba 786-8583  
**Crawford Funeral Homes**  
302 S 13th St Escanaba 786-0074

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**Florists Retail (Cont'd)**

Wickert Floral 1006 Ludington St Escanaba 786-1922  
\*See Display Ad This Page

**Foods Carry Out**

Bobalongo's 1700 Ludington St Escanaba 789-6169  
Clyde's Drive-In 201 Chippewa Av Marquette 341-6021  
D & M Subs S S 10th St Gladwin 428-2233  
D & M Subs 110 N 14th St Escanaba 789-0016  
Dairy Flo 924 Delta Av Gladwin 428-4111  
Family Inn The 6380 N 11th St Wells 786-6774  
Ferdinand's Mexican Restaurant  
1318 Ludington St Escanaba 786-9484  
Four-J's Family Restaurant 502 Montara Av Gladwin 428-4250  
Gram's Pasties 2416 Ludington St Escanaba 786-7363  
Just Burgers & More 811 N Lincoln Rd Escanaba 786-1141  
Kentucky Fried Chicken 1512 N Lincoln Rd Escanaba 786-3446  
McDonald's Escanaba 303 N Lincoln Rd Escanaba 789-9435  
Mueller's Pizza Place 1517 Ludington Escanaba 786-9503  
Subway 28 Lowrie Ave Gladwin 428-4378

**Foot Specialists Or Surgeons**  
See Physicians & Surgeons Podiatrists D.P.M. (Foot)

## Delta Conservation District Services

The Delta Conservation District is a unique local unit of government that was formed in 1951. The District is run by a 5-member board of local directors that are elected by county residents to 4-year terms.

The mission of the Delta Conservation District is to assist all county residents with information, education, and technical services in all aspects of natural resource and/or environmental issues, specializing in local assistance to non-industrial private landowners.

### **Services provided:**

- Delta County Enforcing Agency – Soil & Erosion Control
- Wetland Permit Assistance & Identification/Delineation
- Great Lakes Shoreline, Lakes & Streams Technical Assistance
- Critical Dune Vegetative Removal Assurance Assistance
- Land Management Assistance
- Forestry/Wildlife Technical Assistance
- Wildlife Habitat Specialists
- Wildlife/Forestry Cost-Share Project Money Available
- Tree Planting Technical Assistance
- Spring Tree Sale
- Streambank Stabilization Assistance
- Water Quality Technical Assistance
- Conservation/Agriculture Technical Assistance
- USDA Farm Bill Program Assistance
- Operation & Management Delta County Parks, Campgrounds & Recreation Areas

For more information and/or assistance please contact us at:

6822 US 2-41 & M35

Gladstone, MI. 49829

(906) 553-7700

[www.deltacd.org](http://www.deltacd.org)



January 30, 2012

Mr. Dean Francis  
Upper Michigan Land Management & Wildlife Services, Inc.  
1705 4<sup>th</sup> Ave N  
Escanaba, MI 49829

Re: Documents Requested through FOIA Request Do Not Exist

Dear Mr. Francis:

Today, the 30<sup>st</sup> day of January, 2012 you submitted a letter asking for FULL disclosure and accountability of the appropriation made to the Delta Conservation District, Gladstone, Michigan.

I am not exactly sure what you are requesting at this time regarding these appropriations. In summary, you have a copy of the budget book appropriation page for each requested year. This provides you with the amount given to the Delta Conservation District for both the Parks and Soil & Water Conservation appropriation. You have a copy of each Memorandum of Understanding regarding the park system appropriation for the two years that the park system has been under the Delta Conservation District management. There is not a Memorandum of Understanding regarding the Soil & Water Conservation appropriations with the Delta Conservation District. they may use the appropriation as they choose.

In the event that you are not satisfied with this response, I want to advise you of your rights. You have the right to submit a written appeal to the head of Delta County who is Thomas C. Elegeert, Chairman of the Delta County Board of Commissioners, that specifically states the word "appeal" and identifies the reason or reasons for reversal of this denial by myself.

In addition, you may also seek judicial review of this denial pursuant to MCL 15.240. If you seek judicial review and the Court determines that the public records are not exempt from disclosure, you have the right to receive attorney fees and damages in an amount not to exceed \$500.00.

Very truly yours,



Nora Viau, Administrator